Approved For Release 2006/05/24 : CIA-RDP72-00039R000100340005-7

13 Aug 1970

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : The Role of Technology in Planning for the Future

REFERENCE : a. Memorandum from the CIA Records Administration Officer, dated 30 July 1970, to which reference b and c below were attached.

b. Memorandum from Chief, Support Services Staff, dated 30 July 1970.

c. Memorandum from Deputy Director for Support, dated 27 July 1970, same subject as above.

1. In reference a, you asked for ideas with respect to b and c. In framing a reply to this request the observation of Mr. Bannerman in paragraph 4, reference c, serves as the conceptual framework, because "technology," in contemporary usage, too often connotes development of sophisticated systems around hardware or mechanical contraptions. Contrary to this interpretation the emphasis here is on planning and program development which is a basic form of technology because it involves a pragmatic study of the arts. It is applied science, thus research and development activity is as meaningful in this sense as in the production of hardware to enhance the resultant systems and program requirements. The thesis here is that a program for management of Agency records needs first, basic program determination and establishment, then systems development, and finally the application of mechanical, technology to assist in satisfying these requirements. Or perhaps, more simply, utilization of automatic data processing, micro-reduction, and other "technologies" already in existence.

2. A number of suggestions concerning your request have already been submitted in various studies and other forms. Samples of these, and their referenced transmittals follow. Because these suggestions are somewhat detailed, they are not reiterated here.

a. Speed Letter to the CIA Records Administration Officer, dated 28 June 1967, Transmitting an Evaluation of Records Management Program: This study recommended such actions as:

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(1) Organization of the program around the sound policy of decentralization.

(2) Creation of a records mangement committee of Directorate representatives.

(3) Redirect policy and activities of the Archives and Records Center.

(4) Full time records management officers with career opportunities.

(5) Training of records management personnel, as well as efficient manpower development and utilization.

(6) Formalizing the program through appropriate and comprehensive regulations, notices, procedural guides, etc.

b. Speed Letter to CIA Records Administration Officer, dated 31 July 1967, transmitting suggestions with regard to the issuance of a correspondence handbook.

c. Memorandum to the CIA Records Administrative Officer, dated 15 November 1967, transmitting a survey of Agency regulations on the subject of Records Management.

d. Speed Letter to the Chief, RAB, dated 16 July 1968, transmitting: (1) Aproposed HN on the CIA Records Management Panel, (2) Revision of [redacted] to include provisions for the CIA Records Management Panel. 25X1

e. Memorandum for the CIA Records Administration Officer, dated 23 April 1968, Transmitting a study of the Agency Archives and Records Center. Recommendations in this study included:

(1) Continue development of Agency Records Retention Plans.

(2) Each Directorate review its inactive records now housed in the Agency Archives and Records Center.

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(3) Each component review its records control schedules.

(4) A records disposition workshop be conducted.

(5) Conduct an annual records program review effort as opposed to a cleanup campaign.

(6) Report annual records inventory by records control schedule item, and equipment types.

(7) A task force be established to develop microfilming criteria.

(8) Redirect records disposition to emphasis on an Agency Archival Program.

(9) The position of Chief of the Agency Archives and Records Center be expanded to include more archivist responsibility in line with the position title and re-emphasis upon the Center as the Agency Archives.

(10) Retain [redacted] on a contract basis after retirement to assist in establishment of Agency Records Retention Plans and an Agency Archival program. 25X1

f. Memorandum for the CIA Records Administration Officer, dated 15 May 1968; Subject: Agency Reports Management Program Outline.

g. Memorandum to the CIA Records Administration Officer, dated 4 March 1969; Subject: Assistance to the Office of Special Projects, DD/S&T.

(1) This report transmitted an automated document control system for OSP, but with potential applicability to the DD/S&T and other Directorates. (OSP is now using this system with modifications.)

(2) This report also discussed the development of procedures and systems for micro-reduction of project reports, technical data, etc. OSP and OSA cable files were microfilmed, and microfiche procedures were established with OSP contractors.

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Memorandum from CIA Records Administration Officer, dated 19 May 1969, Transmitting a Proposed Automated Agency Records Inventory System. This system was implemented in the DDS&T, and is now underway in DDI, and to some extent in the DDS.

1. Memorandum from CIA Records Administration Officer, dated 26 June 1970; Subject: Semi-Annual Report of January - June 1970. The major item of importance reported was the indexing of records held in the Archives and Records Center by means of optical character recognition input and machine processing. Output would be catalogs and indexes by subjects, etc. for use of researchers, historians, and analysts. A diagram of this system is attached as FIGURE 1. Other efforts in utilizing automatic data processing were also discussed.

3. Other innovations, suggesting program standardization on a decentralized basis, introduced while assisting Directorate RMO's have included:

a. Combining organization charts and office of record designations in Records Control schedules.

b. Establishing general Records Control Schedules wherever practicable.

c. Incorporating National Archives and Records Services disposal authority and other authorities in Records Control Schedules wherever applicable.

d. Development of standardized regulatory issuances on program management in Directorates.

e. Preparation of a Records Management Manual for the Office of Special Projects, DD/S&T.

4. Lest it be said that these suggestions are "superficial," I see them as basic to the establishment of a sound program foundation, and can be developed only through the very approach the DDS wants discussed--research and development. But first must come the planning phase, then development and implementation, utilizing the Board and decentralized organization. Neither is it necessary to obtain "outside" consultants for this job. Expertise exists in the Agency requisite to the development of a progressive and effective records management program. All that needs to be done is to recognize this expertise, give it status comparable to other support functions, and create an environment in which this expertise can be productive.

25X1 DDS/SSS/RAB [redacted] dd (13 Aug 7[redacted] 25X1

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IBM Flowcharting Worksheet

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Programmer: _____ Program No.: _____ Date: _____ Page: _____

Chart ID: _____ Chart Name: _____ Program Name: ARCHIVES CATALOG SYSTEM

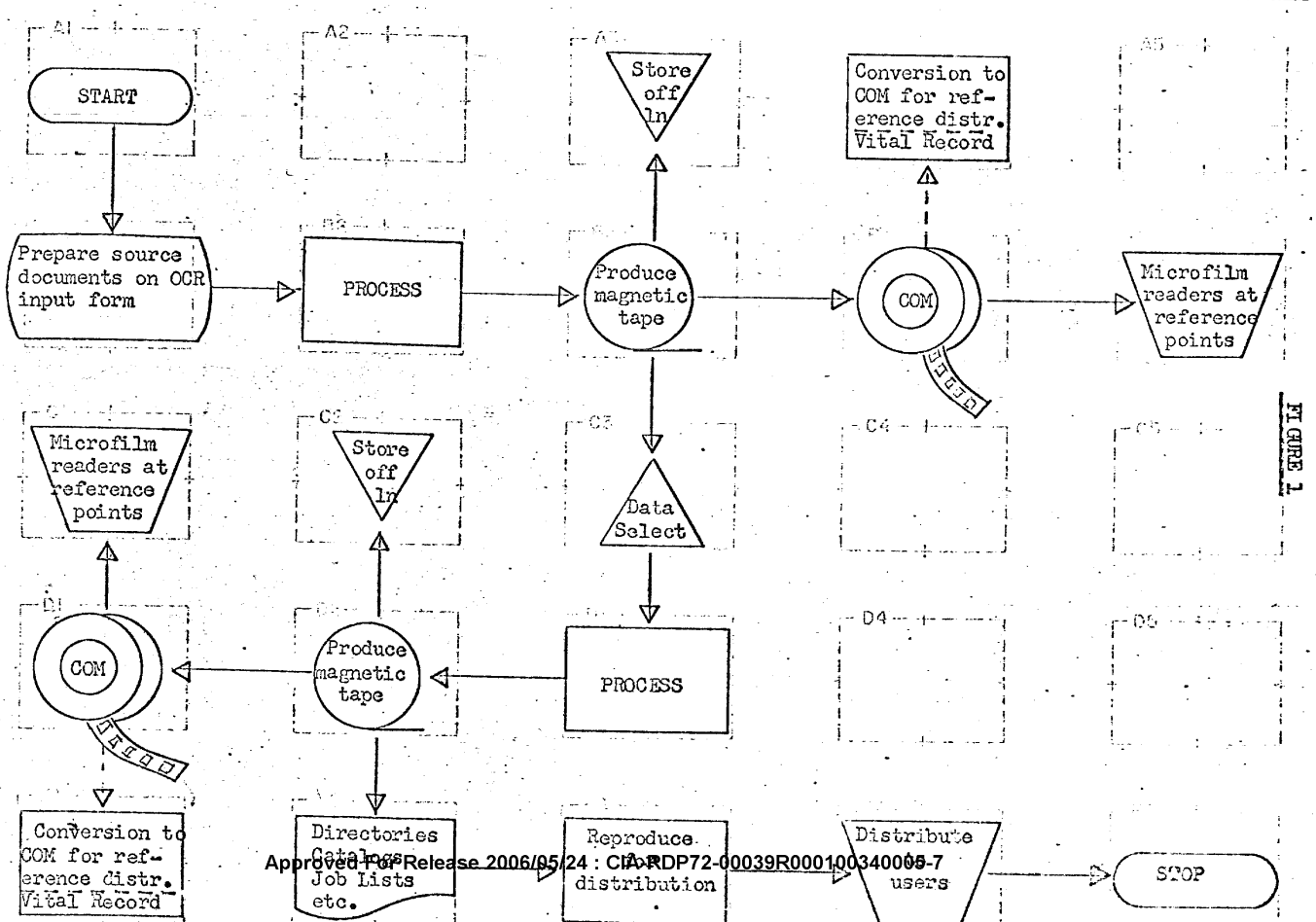

FIGURE 1

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